



U.S. Embassy's Julia Taft Fund

The Julia Taft Fund supports community-based projects that provide sustainable assistance to refugees, internally displaced persons, vulnerable migrants and stateless persons. Each year, the Taft Fund awards grants up to \$25,000 for projects that respond to issues that have not been addressed by larger multilateral refugee programs. Projects that duplicate the work or services provided by the United Nations High Commission for Refugees or other multilateral refugee programs will not be funded. Proposals are due no later than April 30, 2012.

INSTRUCTIONS FOR SUBMITTING A COMPLETED APPLICATION

PROVIDE ORGANIZATION, COMMUNITY and PROJECT DETAILS: Tell us about your organization, its work history, and how this project will benefit your community. Be sure to describe the people who will benefit from your project.

APPLY FOR THE MINIMAL AMOUNT OF FUNDING YOUR PROJECT WILL REQUIRE: **Projects that show the most efficient use of funds are the most likely to receive a grant.** If your project can be accomplished with less money than you are requesting, your application will not be selected for funding.

REMEMBER THAT THIS IS TO BE A COOPERATIVE EFFORT: Your application must include the details of how and in what form your group will contribute to the project (money, materials and/or labor, etc.). **Grants will only be awarded to organizations whose projects involve significant community contribution.**

PROVIDE A BUDGET, A PROJECT TIMELINE, AND, IF YOUR PROPOSAL INVOLVES INCOME GENERATING ACTIVITIES, A BUSINESS PLAN: Please be aware, in most cases the Julia Taft Fund money cannot be used to pay for salaries or perishables (such as food). If you are proposing an income generating project, please fill-out the income generating form on page 4 of the application.

PROVIDE MEASURABLE RESULTS: To qualify for funding, your project must be able to provide measurable results in the forms of people served, income raised, etc.

GATHER SUPPORTING MATERIALS and DOCUMENTATION: Include a copy of your group's registration, pro-forma invoices for all materials listed in your budget, a site map and any letters of support from District officials or other U.S. government partners.

PROVIDE RELIABLE CONTACT INFORMATION: **Include at least one cell number.**

FILL-OUT THE APPLICATION COVERSHEET (see page 4): Every application must include the attached application cover sheet.

THE APPLICATION PROCESS

April 30 is the deadline for submitting an application. All applications submitted after May 1st will be held until the following year. The Embassy will review the applications and submit qualifying applications to the U.S. State Department's Bureau of Population, Refugees and Migration. In July/August, the Bureau of Population, Refugees and Migration will inform the Embassy of their funding decisions and the Embassy will inform the applicants.

NOTE: Project proposals must be submitted by a registered local community group and not by local officials or individuals. Groups must have diverse membership (no single families) and must be already established and operating.



EXAMPLES OF PROJECTS WHICH HAVE RECEIVED FUNDING IN THE PAST:

- Establishment of Legal Aid Clinics
- Job-Training/ Vocational Training
- Establishment of Community Centers
- Human Rights Education
- Environmental Improvement

PLEASE NOTE

- Projects that duplicate the work or services provided by the United Nations High Commission for Refugees or other multilateral refugee programs will not be funded.
- Project proposals must be submitted by a registered local community group and not by local officials or individuals. Groups must have diverse membership (no single families) and must be already established and operating.
- Ongoing administrative or operating costs, such as stipends or rent, may be included in the request, but should only account for a small portion of a comprehensive grant proposal.
- Ambassador's Grants can not be used to pay VAT. **VAT MUST BE PAID BY THE GRANTEE.**
- Proposals Sent to the Julia Taft Fund will not be Returned

SUBMITTING YOUR PROPOSAL

Post or email your completed application to:

Community Grants Coordinator
Ambassador's Fund for HIV/AIDS Relief
United States Embassy
P.O. Box 9123, Dar es Salaam
Telephone: 2668001, Fax: 2668238, Email: brownpj@state.gov

- Applications can be submitted via post or email.
- You can access additional Ambassador's Community Grants information, as well as an on-line copy of the application, at <http://tanzania.usembassy.gov/grants.html>.

For your application to be considered, attach the following documents:

1. A detailed **history** of your organization and project, stating when it started, what has been accomplished, what you have done for the community, and how the community supports your work;
2. Reliable contact information, with at least one cell phone number;
3. A **map** showing how to get to your project from a major road;
4. A Budget and Project Timeline and Pro Forma Invoices for all items to be purchased with Julia Taft Fund money;
5. Copy of project **bank account details**;
6. Proof that the project has its own land (in the name of the project) or permission to occupy the land, e.g., signed **lease agreement** or **deed**;

TAHADHARI: Jihadhari na matapeli (au udanganyifu) Kumekuwa na matukio mengi ya watu kutapeliwa na wajanja wachache wanaodai kuwa wao ni "Wawakilishi wa Ubalozi" wanaoweza kufanikisha maombi ya misaada ubalozini, kwa malipo. Kama una maswali yanayohusu misaada inayotolewa na Ubalozi, tafadhali piga simu Ubalozi wewe mwenyewe, na omba kuongea na Mratibu wa Misaada ya Ubalozi ambaye ni Mmarekani.



Application Cover Sheet, U.S. Embassy's Community Grants Program

To apply for an Ambassador's grant, submit this form along with supporting documentation. Supporting documentation must include:

- A **detailed** project budget that lists all project expenditures;
- Pro-forma invoices for all major items that will be purchased with your grant money;
- A dated project work plan(i.e. timeline);
- A map to your main office and the project site;
- If you are a registered organization, a copy of your registration certificate;
- If you are proposing an income generating project, a developed business plan that shows an understanding of the product/service that you are selling and your customers.
- You may also include any information that shows your organization's successes, such as press clippings or photos.

CONTACT INFORMATION

Group/Organization Name

Project Name

Primary Contact Person

Land Number

Cell Number

Email Address

Secondary Contact Person

Cell Number

Email Address

Project Address

District & Region

Bank Name and Account Number

PROJECT INFORMATION

GRANT REQUEST (in TSH):

Provide a brief summary of your proposed project (100 words or less):



PROJECT INFORMATION, CONTINUED

List the primary activities that must be completed for the project to succeed.

What/how will your organization contribute to the project?

Why is this project needed? Who will benefit from this project (please be specific)? How will the project benefit your organization, your members, and the community?



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How many people will **directly** benefit from your project? Direct beneficiaries are the people who will make use of your project. For example, 50 students will use new school desks; 20 group members will use new tailoring machinery.

How many women? / How many women under 19 yrs of age?

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How many men? / How many men under 19 yrs of age?

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How many people will **in-directly** benefit from your project? In-direct beneficiaries are people who will not make use of your project, but will still benefit from the project. For example, the 20 members who will use new tailoring machinery each have 5 children. Therefore, 100 people will in-directly benefit from the project.

How many women? / How many women under 19 yrs of age?

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How many men? / How many men under 19 yrs of age?

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Who will manage the grant money and the project (person(s) and title(s))?

Will another organization provide you with project assistance (e.g. financial, administrative or technical)? If yes, please list the group and the nature of their support. Include contact information.

U.S. Embassy grant money cannot be used to pay for Value Added Tax (VAT) on your purchases. Is your organization VAT Exempt? If yes, please provide your VAT exemption certificate. If no, can your group afford to pay the VAT on purchased items? For example, if you receive a grant of TSH 5,000,000 to purchase carpentry equipment how would you pay the TSH 900,000 in VAT?



INCOME GENERATING PROJECT ESTIMATES*

** Only fill in this section if your group is seeking funding for an income generating activity, such as the sale of food, goods or services.*

Explain your reasons for developing this particular business:

Has your organization run a similar business in the past? If yes, describe the business. Is the business still in operation? If no, why is the business no longer operating?

Are you receiving assistance with your business from an individual or organization? If yes, please list the organization/person assisting you and the type of assistance being provided.



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Who will purchase these goods and/or services? How many customers do you anticipate serving?

How much money is required to start your business? _____

At what price will you sell your product/service? _____

Please use the table below to calculate your expected weekly profits

Weekly Income from Business	Weekly Business Costs	Weekly Profit (Income – Cost = Profit)

What challenges might you face in running your business and how do you think you will overcome those challenges?

ORGANIZATION INFORMATION

In what year was your organization established? _____

Is your organization registered? _____

How many members does your organization have? _____

How many people receive a salary/payment from your organization? _____

Does your organization have a bookkeeper? _____

What is your organization's yearly budget (how much does your group spend in a year)? _____



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List the assets and the value of the assets owned by your group (for example, land, equipment, money in bank):

How does your organization fund your activities and administration costs (Please be specific. E.g. if your operating budget comes from private donations than please describe or name the donors)?

Who benefits from your organization's activities (please be specific)?

List your organization's three main achievements over the past three years (include place and date of accomplishment):

1.

2.

3.



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List your organization's main goals for the next three years:

APPLICATION CHECKLIST

Place a checkmark next to the requirement if it is included in your application:

- ☐ 1. Completed the attached *Application Cover Sheet*
- ☐ 2. A copy of your organization's registration
- ☐ 3. Project Implementation Plan:
 - Proposed Budget: a listing of each item's cost and who will be paying for that item (the organization or the Self Help Fund)
 - Implementation Timeline
- ☐ 4. Pro Forma invoices for items that will be purchased with your grant money
- ☐ 5. Letters of support from officials, donors or organization collaborators that can verify the usefulness and reliability of your organization.
- ☐ 6. A map and directions that clearly explain the location of your project and how it may be reached from the nearest large town.

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